



Annual Action Plan 2019

**Department of Fiscal Policy
Ministry of Finance**

Effective from 01 January to 31 December 2019



Contents

1.0	Framework	
1.1	Introduction	1
1.2	Vision	1
1.3	Mission	1
1.4	Scope and Function	2
2.0	Functions of Administration Division and Finance Division	
2.1	Organization Structure	3
2.2	Approved and Existing Cadre	4
2.3	Financial Allocation for Implementation of the Annual Action Plan 2019 as per the Budget Estimate 2019	
2.3.1	Head - 238 Department of Fiscal Policy- 01- Operational Activities 1- Fiscal Management - Vote on Account	5
2.3.2	Statement of Monthly Cash Flow as per Approved Expenditure Plans (From January to April in the Year 2019	6
2.3.3	Procurement Plan for the Year 2019	7
3.0	Activity Plan - 2019	8

1.0 Framework

1.1 Introduction

The main responsibilities of the Department of Fiscal Policy is the formulation and implementation of fiscal policy within the broad developmental framework of the government in consultation with relevant institutions, line ministries, other agencies/ institutions and private sector to achieve desired economic and social objectives of the country.

The Department is mainly responsible for the taxation policy of country as well as analyzing the revenue, expenditure and financing activities, and the domestic and global macroeconomic development in order to facilitate appropriate adjustment in the country's fiscal policy to achieve desired outcomes.

The Department of Fiscal Policy has identified the importance of strengthening its activities further to provide necessary impetus towards undertaking more analyses and research activities in the medium to long run thereby facilitating the General Treasury's transformation to operate in a middle income economy environment.

1.2 Vision

To ensure the establishment of a sustainable fiscal policy framework

1.3 Mission

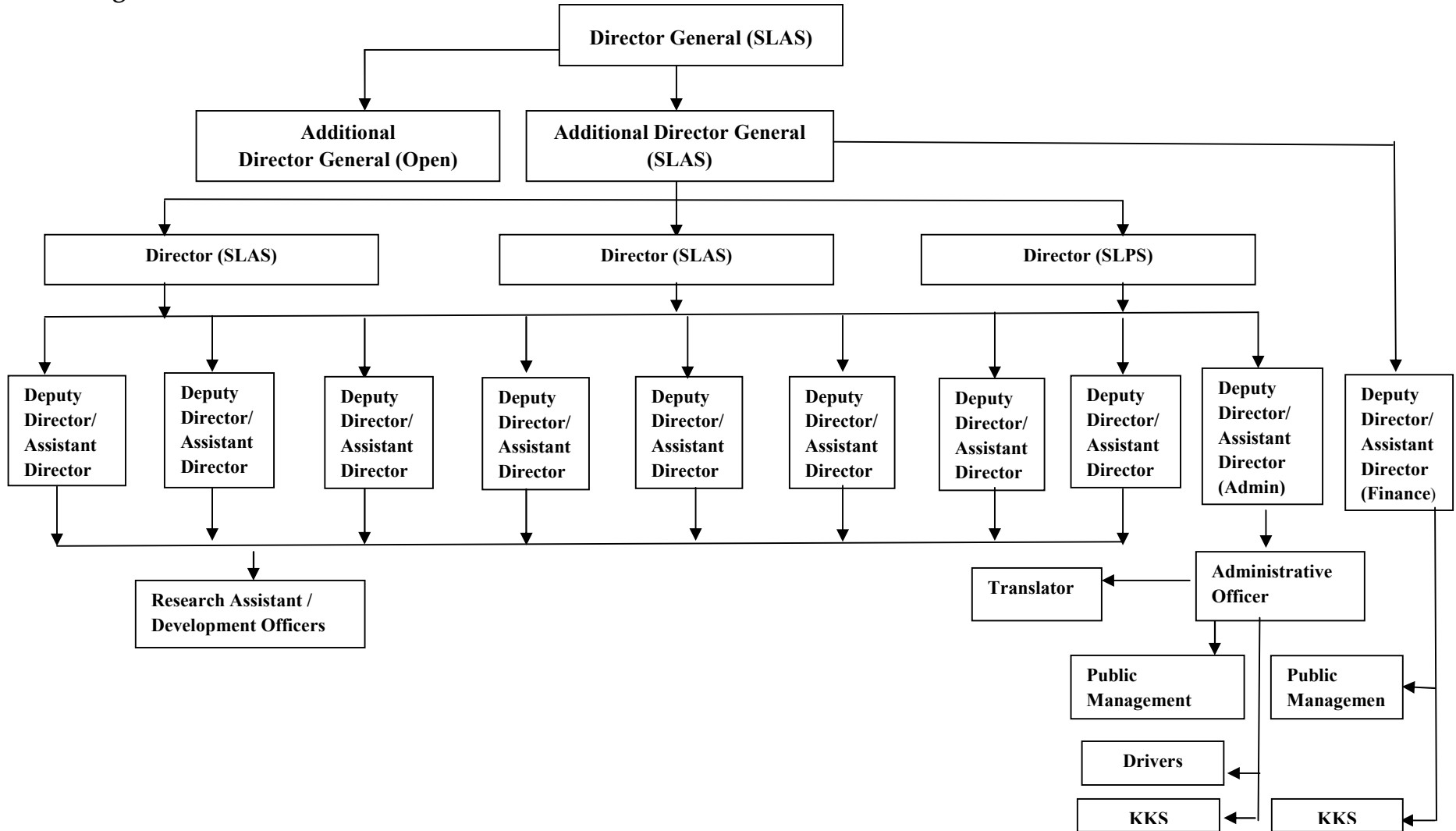
Formulation and implementation of fiscal policy within the broad development framework of the government

1.4 Scope and Function

- Formulation and implementation of fiscal policy and medium term fiscal strategy by coordinating public, private and international agencies.
- Formulation of tax policy and related statutes other than the customs duty and the special commodity levy.
- Management and review of fiscal out-turn and fiscal performance including government revenue and receipts while maintaining a proper co-ordination with all departments engaged in revenue collection.
- Handling the work related to the amendments to the legislations as per the policy decisions taken by the government from time to time.
- Implementation of requirements under fiscal management (responsibilities) act, including reporting.
- Undertaking analysis/research on various fiscal and macroeconomic matters.

2.0 Functions of Administration Division and Finance Division

2.1 Organizational Structure



2.2 Approved and Existing Cadre as at 31 December 2018

Designation	Service	Grade/ Class	Salary Code	DMS Approved Cadre	Existing Cadre	Vacancies
Senior Level						
Director General	SLAS	Special	SL3/2016	1	1	-
Addl. Director General	SLAS	Special	SL3/2016	1	1	-
Addl. Director General	OPEN			1	-	1
Director	SLAS	1	SL1/2016	2	2	-
Director	SLPS	1	SL1/2016	1	1	-
Dy. Director/ Asst. Director	SLAS	11/111	SL1/2016	9	5	4
Dy. Director/Asst. Director	SLPS	11/111	SL1/2016	5	5	-
Accountant	SLAcS	11/111	SL1/2016	1	1	-
Tertiary Level						
Administrative Officer	PMAS	Supra	MN7/2016	1	1	-
Translator (Eng/Sin)	TS	Special	MN6/2016	1	-	1
Translator (Eng/Tam)	TS	1	MN6/2016	1	1	-
Secondary Level						
Development Officer	DOS	111/11/1	MN4/2016	08	08	-
Public Management Assistant	PMAS	111/11/1	MN2/2016	10	11	+1
Primary Level						
Driver	DS	111/11/1/Sp	PL3/2016	07	6	1
K.K.S	OES	111/11/1/Sp	PL1/2016	07	07	-
Total				56	51	

2.3.0 Financial Allocation (January- April) for the Implementation of the Annual Action Plan 2019 as per the Budget Estimate 2019

**2.3.1 Head - 238 Department of Fiscal Policy- 01- Operational Activities
1- Fiscal Management - Vote on Account**

Object Code	Category/Object Title	2019 January April Provision
	RECURRENT EXPENDITURE	22,400
	Personal Emoluments	16,000
1001	Salaries & Wages	11,200
1002	Overtime and Holiday Payments	500
1003	Other Allowances	4,300
	Travelling Expenses	2,100
1101	Domestic	100
1102	Foreign	2,000
	Supplies	1,206
1201	Stationery and Office Requisites	550
1202	Fuel	600
1203	Diets and Uniforms	56
	Maintenance Expenditure	950
1301	Vehicles	450
1302	Plant and Machinery	200
1303	Building and Structure	300
	Services	1,894
1401	Transport	450
1402	Postal and Communication	400
1408	Lease Rental for Vehicle Procured Under Operational Leasing	825
1409	Other	219
	Transfer	250
1506	Property Loan Interest to Public Servants	250
	CAPITAL EXPENDITURE	650
	Acquisition of Capital Assets	550
2102	Furniture and Office Equipment	550
	Human Resource Development	100
2401	Staff Training	100
	Total Expenditure	23,050

**2.3.2 Statement of Monthly/Quarterly Cash Flow as per Approved Expenditure Plans
(January - April 2019)**

No.	Expenditure Items (with Expenditure Codes)	Cash Requirement for the Approved Expenditure Plans (Rs.000)					
		January	February	March	1 st Qtr Total	April	Grand Total
I	Salaries and Allowance (1001 and 1003)	2,800	2,800	2,800	8,400	2,800	11,200
	Other Allowances Paid with Salary(Except object code 1003)	300	300	300	900	300	1,200
II	Overtime and Holiday Pay (1002)	125	125	125	375	125	500
III	All other Recurrent Expenditure	2,375	2,375	2,375	7,125	2,375	9,500
	Total Recurrent	5,600	5,600	5,600	16,800	5,600	22,400
IV	Reimbursable Foreign Aid	-	-	-	-	-	-
V	Other all Capital Expenses	100	150	200	450	200	650
VI	Public Officers Advance Account	400	350	750	1,500	415	1,915
VII	Deposit Accounts						
VIII	Other Advance Accounts						
	Grand Total						24,965

2.3.3 Procurement Plan for the Year 2019

Department/ Line agency/ Ministry	Type of Procurement (Goods, Works, Equipment & Services etc.)	Estimated Cost (Rs.'000)	Source of Financing/Name of the Donor	Procurement Method (ICE, NCB and National Shopping etc.)	Level of Authority (CAPC, MPC, DPC, PPC etc.)	Priority Status U- Urgent P- Priority N- Normal	Current Status of Procurement Preparedness Activities	Scheduled Date of Commencement	Scheduled Date of Completion	Remarks
Department of Fiscal Policy	Works									
	Goods									
	Stationery & Office Requisites	550	Domestic Funds	Shopping	DPC	N	-	07.01.2019	30.04.2019	
	Furniture & Office Equipment	550	Domestic Funds	Shopping	DPC	N	-	20.01.2019	30.04.2019	
	Related Services									
Cleaning Services	300	Domestic Funds	Shopping	DPC	N	-	-	-		

3.0 Activity Plan - 2019

No	Major Functions and Activities	Duration (Month)											
		J	F	M	A	M	J	J	A	S	O	N	D
Function 01													
	Formulation and Implementation of the Fiscal Policy and Medium term Fiscal Strategy												
Key Activities													
i	Monitoring the implementation of policies and performance of revenue and expenditure												
ii	Reviewing macro fiscal condition of the country												
iii	Collaborating with the relevant agencies which have an impact on economic policy direction												
iv	Taking measures to adjust the situation where a reaction is needed												
Function 02													
	Review the Present Fiscal Policy Stance and Proposed Appropriate Adjustments												
Function 03													
	Preparation of Revenue Estimate 2019												
Key Activities													
i	Requesting the estimate for each revenue agencies												
ii	Evaluating of the revenue estimates												
iii	Finalizing of the estimate												
Function 04													
	Fiscal Policy Review												

No	Major Functions and Activities	Duration (Month)											
		J	F	M	A	M	J	J	A	S	O	N	D
Key Activities													
i	Attending the review meeting of revenue performance on cash flow in the every month under the chairman ship of Secretary to the Treasury												
Function 05													
	Monitoring the Revenue Performance of 2019												
Key Activities													
i	Attending to the meeting on review revenue performance at the cash flow												
ii	Monitoring Performance of revenue estimates of 2019												
iii	Monitoring progress of policy and administrative changes introduced in the budget 2019												
iv	Revision of tax policies as required												
Function 06													
	Preparation of the Budget Speech 2019 to the Parliament												
Key Activities													
i	Moulding necessary and requisite policy direction into the budgetary Framework												
ii	Request for budget proposal from general public, private sector and government agencies												
iii	Analyzing the revenue proposals of the budget 2019												
iv	Preparing and publishing Gazette Notifications relating to the revenue proposals												

No	Major Functions and Activities	Duration (Month)											
		J	F	M	A	M	J	J	A	S	O	N	D
Function 07													
	Implementation of the Revenue Proposals of the Budget 2019	_____	_____	_____									
Key Activities													
i	Drafting acts and make amendments to the relevant acts	_____	_____	_____									
ii	Obtaining the certification from the legal Draftsman and Attorney General		_____	_____									
iii	Obtaining the Cabinet approval		_____	_____									
iv	Publishing the acts and bills		_____	_____									
v	Submission to Parliament to approval		_____	_____									
Function 08													
	Grant Various Tax Concessions and Exemptions in Terms of the Applicable Laws	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Key Activities													
i	Making necessary revisions on taxes	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
ii	Attending the representations made by public, government organizations and international organizations on tax matters.	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Function 09													
	Administrative and Financial Matters of the Department	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
Function 10													
	Preparation of the Reports Under the Fiscal Management (Responsibility) Act, No.3 of 2003 and Tabled them in the Parliament												

No	Major Functions and Activities	Duration (Month)											
		J	F	M	A	M	J	J	A	S	O	N	D
Key Activities													
i	Annual report		■	■	■	■							
ii	Midyear fiscal position report						■	■					
iii	Fiscal management report							■	■	■	■	■	
iv	Pre-election fiscal performance report												
v	Records on Right to Information	■	■	■	■	■	■	■	■	■	■	■	■
Function 11													
	Observation for Parliament Questions	■	■	■	■	■	■	■	■	■	■	■	■